

Office of the Attorney General
Human Resources
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Deputy Attorney General Tort Litigation Section

Defend the State of Indiana in all tort litigation suits. Reports to Section Chief for Tort Litigation.

Responsibilities:

- Handle all phases of litigation, including research and preparation of pleadings, motions and briefs; consultation with clients; investigation of facts; appearance in court for all hearings and conferences; negotiation of settlements; and trials.
- Advise clients and other State officials regarding issues that arise in litigation.
- Process discovery for cases, manage due dates and trial calendars.
- Supervise work of assigned paralegal on discovery and other tasks.
- Various levels of participation in appeals from trial courts, depending on involvement of Appeals Division.
- Perform other tasks as assigned by Section Chief.

Qualifications:

- Knowledge of state practice rules.
- Familiarity with substantive law.
- Legal research and writing skills, with emphasis on clear persuasive legal writing.
- Capable oral advocacy in both courtroom and appellate settings. Ability to work with other attorneys and support staff in and out of court.
- Ability to negotiate settlements or mediate resolution of cases.
- Ability to work well with clients and witnesses; sensitivity to concerns about individual liability and indemnification. Awareness of public relations and political implications of high-profile cases.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in the public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Ability to manage full civil trial caseload.

Last revised: 7/30/08

